

**Right to Information Act: Information under Section 4(1)(b)**

- (i) The particulars of its organization, functions and duties.

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India, and is actively engaged in the development of qualified human resources in the areas of IT, Electronics, Communication Technologies, Hardware, Cyber Law, Cyber Security, IPR, GIS, Cloud Computing, ESDM, e-Governance and related verticals. NIELIT offers courses both in the formal and the non-formal sector of education and is also one of the National Examination bodies which accredit institutes/organizations for the conduct of courses in IT in the non-formal sector.

NIELIT has been mandated to undertake various projects under Capacity Building in ICT with the objective of creating human resources at various levels including development of employment and self-employment linked quality and cost effective training programmes for the masses, especially targeted towards the rural/underdeveloped areas in the country. NIELIT is also the preferred agency for many State Governments for rolling out IT Literacy programmes for their employees and the masses. NIELIT has, over these years, established itself as a premier organization having pan India presence through a network of 40+ own Centres/Extension Centres and a network of about 825+ accredited training institutions, besides a network of about 8770+ facilitation centres engaged in the proliferation and training of NIELIT's immensely popular IT Literacy Programmes, viz., Course on Computer Concepts (CCC) and Basic Computer Course (BCC). NIELIT, Calicut is one amongst the 40 Centres of NIELIT with its Head quarters at New Delhi.[<sup>±</sup>]

NIELIT, Calicut is a key constituent unit of NIELIT involved in the Human Resource Development and related activities in the field of IEET, and is the only Institute of its kind in this region, offering professional training programmes for the working as well as fresh engineers to make them more adaptable to the professional requirement of the industry. The Institute also offers state-of-the-art training programmes in different sectors such as VLSI, Embedded System Design, Control & Instrumentation, Product Design & Power Electronics and other allied field in Electronics, apart from IT and related areas. The Institute is also executing various Government sponsored projects for capacity building and skill development of youth in the region with emphasis on employability. Formal courses offered by the institutes leading to award of University degree are affiliated to APJ Abdul Kalam Technical University(KTU), duly approved by AICTE.

- (ii) The powers and duties of its officers and employees.

The Delegation of Powers to authorities at various levels is available at (<http://www.nielit.gov.in/content/rti-disclosure>). All matters for which specific provision has not been made shall be referred to Chairman, Governing Council for approval.

The duties of officers and employees are available at (<http://nielit.gov.in/calicut/content/people>)

- (iii) The procedure followed in the decision-making process, including channels of supervision and accountability.

NIELIT has an institutional framework with the Governing Council, chaired by the Hon'ble Minister for Electronics & IT, as an apex body to evolve corporate policies and provide necessary guidelines for fulfillment of aims and objectives, besides the Management Board, chaired by the Secretary, MeitY, followed by Executive Committees at Centre level, chaired by the Executive Director of the Centre. The Executive Committee takes all necessary steps to carry out the assigned objectives of the Institute as set forth in the Memorandum of Association subject to the overall guidance and control of the Governing Council, Management Board and Director General, NIELIT. In the hierarchy of authority, below the Executive Committee is the Executive Director of the Centre who is responsible for the day to day activities of the Centre.

There are also a number of Committees constituted by the Executive Director to advise the Executive Director in decision-making in the following areas:

01	Academic Committee
02	Purchase Committee
03	Library Committee
04	Obsolete/unserviceable Asset Committee
05	Canteen Committee

  
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- (iv) The norms set by it for the discharge of its functions

As detailed under clauses (ii) and (iii) above.

- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- (a) Service Rules and Delegation of Powers (<http://nielit.gov.in/content/rti-disclosure>)  
(b) Rules of Government of India (FR/SR, GFR etc)

- (vi) A statement of the categories of documents that are held by it or under its control

Service Rules and Delegation of Powers (<http://nielit.gov.in/content/rti-disclosure>)

- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Refer the constitution of Governing Council and Executive Committee.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Pl refer to clauses (ii) and (iii)

- (ix) Directory of officers and employees:(as on 31.03.2020)

Sl. No.	Name of the employee	Designation	Section/Group
1	Dr. Perumal Pillai M	Executive Director	NIELIT, Calicut
2	Smt. Sheela V S	Scientist/Engineer 'F'	IT & ES Group
3	Shri Pratap Kumar S	Scientist/Engineer 'F'	PE & VLSI Group
4	Shri Lalmohan K S	Scientist/Engineer 'E'	ES Group
5	Smt. Saritha S	Scientist/Engineer 'E'	PE Group
6	Shri Sasidharan P T	Scientist/Engineer 'E'	C&I Group
7	Shri Shoukath Cherukat	Scientist/Engineer 'E'	ES Group
8	Shri Mohan C	Scientist/Engineer 'D'	PE Group
9	Smt. Vimala Mathew	Scientist/Engineer 'D'	IT Group
10	Shri Jayaraj U Kidav	Scientist/Engineer 'D'	VLSI Group
11	Shri Rajesh M	Scientist/Engineer 'D'	ES Group
12	Shri Nandakumar R	Scientist/Engineer 'D'	VLSI Group
13	Shri Arumugam J	Principal Technical Officer	C&I Group
14	Smt. Reena K K	Senior Library & Information Officer	Library
15	Smt. Sini S Nair	Principal Technical Officer	IT Group
16	Shri Prasoon Kumar K G	Principal Technical Officer	IT Group
17	Shri Manoj N	Senior Technical Officer	ES Group
18	Shri Ramesh Kumar M S	Senior Technical Officer	CAD/CAM Group
19	Shri Hari K	Senior Technical Officer	IT Group
20	Shri Manoj Kumar M K	Senior Technical Officer	PE Group
21	Shri Sreejeesh S G	Senior Technical Officer	VLSI Group
22	Smt. Reshma C B	Senior Technical Officer	IT Group

Sl. No.	Name of the employee	Designation	Section/Group
23	Shri Suresh K P	Technical Officer (E)	Electrical Maintenance
24	Shri Suresh Kumar Gaddi	Senior Technical Assistant	ES Group
25	Shri Nagendra Babu Kothapalli	Senior Technical Assistant	C&I Group
26	Shri Jadapalli Ashok Kumar	Senior Technical Assistant	PE Group
27	Shri Baradharajan A	Joint Director (F&A)	Administration & Accounts
28	Shri Krishnan P	Sr.Principal Private Secretary/Joint Director	Executive Director's Office & Purchase
29	Smt. Santhakumari S	Senior Private Secretary/Assistant Director	Administration
30	Smt. Beena C	Assistant Director (F&A)	Accounts
31	Smt. Deepthy P	Assistant Director (Admn)	Training
32	Shri Venkataraman R	Senior Assistant	Purchase
33	Shri Lijesh V V	Assistant	Administration
34	Shri Sunil Kumar V	Assistant	Administration

Note : Shri Viswanath Naik S, TO (Stores) is presently under deputation to Department of IT E&C, Government of Andhra Pradesh

- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations (as on 31 March 2020)

Sl. No.	Emp. No.	Name of Employee	7 <sup>th</sup> CPC Matrix Pay Rs.
1.	4	Saritha S	138500
2.	5	Krishnan P	86100
3.	9	Santhakumari S	65200
4.	11	Pratap Kumar S	166100
5.	16	Reena KK	83300
6.	32	Deepthy P	63300
7.	34	Beena C	65200
8.	38	Manoj N	69200
9.	41	Ramesh Kumar MS	69200
10.	55	Sunil Kumar V	34300
11.	56	Suresh K P	47600
12.	60	Hari K	65200
13.	62	Lijesh V V	33300
14.	66	Shoukath Cherukat	123100
15.	68	Vimala Mathew	99800
16.	69	Sini S Nair	76200
17.	71	Prasoon Kumar KG	76200
18.	73	Arumugam J	76200
19.	74	Baradharajan A	88700
20.	76	Manoj Kumar MK	65200
21.	79	Rajesh M	86100
22.	80	Sreejeesh SG	56300
23.	81	Nandakumar R	86100
24.	82	Venkataraman R	43600
25.	84	Reshma CB	54700
26.	87	Jayaraj U Kidav	91400
27.	90	Perumal Pillai M	211800
28.	92	Suresh Kumar Gaddi	38700
29.	097	Lalmohan K S	138500
30.	099	Mohan C	115800
31.	100	Nagendra Babu Kothapalli	38700
32.	101	Sheela V S	192500
33.	102	Sasidharan P T	138500



Sl. No.	Emp. No.	Name of Employee	7 <sup>th</sup> CPC Matrix Pay Rs.
34.	104	Jadapalli Ashok Kumar	35400

- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Budget Estimates for 2020-21 is attached. (Annexure-4)

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

No subsidy programmes at present.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it

All SC/ST candidates are provided fee exemption, to undergo various training/Educational programs offered by the Centre list of candidates availed the facility is given in NIELIT portal <http://www.nielit.gov.in/content/deity-scheme>

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

Information available in website: <http://calicut.nielit.gov.in> and [www.nielit.gov.in](http://www.nielit.gov.in)

- (xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Centre has a library meant for Staff and Students of the Centre, not for General Public

- (xv) The names, designations and other particulars of the Public Information Officers.

Public Information Officer:

Shri P. Krishnan  
Sr. Principal Private Secretary/Joint Director  
National Institute of Electronics and Information Technology  
P.B. No.5, NIT Campus Post  
Calicut – 673 601  
KERALA, INDIA  
E-mail: [krishnan@nielit.calicut.in](mailto:krishnan@nielit.calicut.in)

Appellate Authority (RTI):

<http://www.nielit.gov.in/content/right-information-1>

  
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## NIELIT Centre CALICUT

## Details of Revised Estimates 2019-20 and Budget Estimates 2020-21 in Income and Recurring Expenditure

(Figures in lakh)

Sl. No.	Particulars	RE 2018-19	Actuals (Audited)	Budget Estimates as approved by GC	Revised Estimates	Budget Estimates as approved by EC
		2018-19	2018-19	2019-20	2019-20	2020-21
	<b>INCOME</b>					
1	<b>FEES/SUBSCRIPTIONS</b>					
1	Income from Long Term Courses	115	96.68	115.00	115	115
2	Income from NIELIT Scheme	77.32	48.67	82.15	30	30
3	Income from Hardware Scheme	0	0.11	0.00	0	0
4	Income from Short Term Courses	322.68	263.18	342.85	350	360
5	Income from BCC & CCC course	0	3.75	0.00	5	8
6	Income from Accreditation Fees	0	0	0.00	0	0
7	Income from Services	48	11	50.00	250	350
8	Income from Projects	246.06	140.54	248.38	258	260
9	Interest Earned	30	41.74	30.00	42	42
10	Income from Sale of Publication	0		0.00	0	0
11	Receipt from Township	0		0.00	0	0
12	Misc. Income-Others	40	36.06	45.00	40	40
13	Depreciation written back on GIA Assets	150.94	62.66	156.62	80	170
	<b>Total (A)</b>	<b>1030</b>	<b>704.39</b>	<b>1070</b>	<b>1170</b>	<b>1375</b>
	<b>EXPENDITURE EXPENSES</b>					
	Establishment Expenses					
1	Salary and Wages	406.92	423.38	419.84	430	435
2	Other Establishment Expenses	223.08	166.42	230.16	200	205
	<b>Other Administrative Expenses (as per Annexure-II)</b>	<b>230</b>	<b>161.54</b>	<b>230</b>	<b>190</b>	<b>210</b>
	Expenditure on Projects	99.06	140.54	128.38	250	260
	Expenditure on Services	30.00	0	35	100	250
	<b>Total (B)</b>	<b>989.06</b>	<b>891.88</b>	<b>1043.38</b>	<b>1170</b>	<b>1360</b>
	Surplus/ (Deficit) before Grant-in-Aid & Depreciation (A-B=C)	40.94	-187.49	26.62	0	15
	Depreciation (D)	170.94	79.24	171.62	100	100
	Surplus/ (Deficit) after Depreciation C-D= E	-130	-266.73	-145	-100	-85
	Requirement of Grant-in-Aid / Financial support for meeting deficit (F) – for NIELIT Calicut	130	0	145	100	85
	Surplus/ (Deficit) after Depreciation & Grant-in-Aid (Non Plan) (E+F)	0	-266.73	0	0	0

Note:-

- 1 Income and Expenditure under the Projects shown above depends on the approval for the project proposals submitted by the Centre and Release of funds by the Sponsoring Agency in time.  
Expenditure on Recruitment Exam Activities, spreading over 2 financial years are shown as Expenditure on Services accordingly.

- 2 NIELIT Calicut Centre was established 30 years back, and since the assets created during the period of inception, like building, roads etc needs repair and maintenance for up-keeping them in usable condition. Separate proposals were submitted for set up of Centre of Excellence, which covers the maintenance and modernisation expenses of existing assets of the Centre.

**NIELIT CALICUT**  
**Details of Administrative Expenses of the Centre**

Sl. No.	Particulars	RE	Actuals (Audited)	Budget Estimates as approved by GC	Revised Estimates	Budget Estimates	Achievment upto 30.06.2019
		2018-19	2018-19	2019-20	2019-20	2020-21	
(i)	Expenditure on Hardware Scheme	0.00	0.00	0.00	0.00	0.00	0.00
(ii)	Expenses on NIELIT Scheme and other Scheme	30.00	23.41	30.00	25.00	25.00	7.87
(iii)	Software Development Expenses	0.00	0.00	0.00	0.00	0.00	0.00
(iv)	Rent, Taxes, Insurance, repairs and maintenance	32.00	27.34	33.00	30.00	35.00	12.01
(v)	Travelling Expenses	8.00	10.21	9.00	11.00	15.00	1.06
(vi)	Provisions (for other than Establishment Expenses)	0.00	0.00	0.00	0.00	0.00	0.00
(vii)	Advertisement and Publicity	2.00	0.06	2.00	1.00	2.00	0.00
(viii)	Office and Misc. Expenses	75.00	69.34	75.00	72.00	75.00	2.92
(ix)	Expenses on Long Term Courses	10.00	2.51	8.00	10.00	10.00	1.32
(x)	Expenses on Short Term Courses	51.00	28.67	51.00	31.00	38.00	4.34
(xi)	Course Development Expenses	0.00	0.00	0.00	0.00	0.00	0.00
(xii)	Expenses on CCC Scheme	22.00	0.00	22.00	10.00	10.00	0.00
(xiii)	Expenses on bio-informatics Scheme	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>230.00</b>	<b>161.54</b>	<b>230.00</b>	<b>190.00</b>	<b>210.00</b>	<b>29.52</b>

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## NIELIT Centre CALCUT

## Details of Budget Estimates for FY 2020-21 and Revised Estimates for FY 2019-20 for Capital Expenditure

(Figures in lakhs)

Sl. No.	Capital Expenditure	Actual Expenditure 2018-19	BE 2019-20	RE 2019-20		Amount	Expected Outcome		Amount	BE 2020-21	
				Financial	Physical		Financial	Physical		Financial	Physical
1	Land Development & Building	19.67	250	250		250			250		
2	Furniture & Fixtures	1.15	10	10		10			10		
3	Vehicle (against condemned vehicle)	0	12	12		12			12		
4	Computers/Lab/Library Equipment	17.24	80	117		117			80		
5	Office Equipment	1.59	5	5		5			5		
6	Library Book	0.14	20	5		5			20		
7	Electric Installations	4.21	30	8		8			30		
	<b>Total</b>	<b>44</b>	<b>407</b>	<b>407</b>		<b>407</b>			<b>407</b>		

This Expenditure is for modernization and upgradation of IT infrastructure is for augmenting operations of the Centre, which is required for achieving Self Sustenance.

This will enable the centre to enhance the employable skill of more than 1500 students annually and about 4000 schemes, workshops conferences etc. This expenditure also facilitates venturing into new areas of ICT which are in line with Government Policies

The Centre is more than 25 years old, needs continuous renovation & upgradation of Infrastructure. This Expenditure is for modernization and upgradation of IT and other infrastructure to augment operations of the Centre, which is required for sustaining the self sufficiency, under proposals approved by EC

Note: The above budgeted figures are excluding capital expenditure covered under separate budget provisions of sponsored projects and other projects like setting up of centres at Goa & Bangalore etc.

  
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